

Job Aid: TNSmartshop User's Guide for Local Governments

Purpose

The purpose of this job aid is to be a guide to users of TN SmartShop for day to day purchasing.



Internet Explorer 10 is the recommended internet browser for TNSmartShop.

Objectives

- To introduce the new TNSmartShop (TNSS) interface called Aquire.
- Use TNSS for purchasing from the State of Tennessee statewide contracts.
- Successfully navigate through the TNSS interface.
- Learn the shopping basics of TNSS.
- Learn to use the saved carts and sharing carts functionality.
- Use the cart check out feature to bring the items selected in TNSS into a cart check-out report.

What is TN SmartShop?

TNSmartShop is an online repository for procurement personnel designed to improve visibility, access and the utilization of goods and services from suppliers holding statewide contracts.

The Benefits of Using TN SmartShop

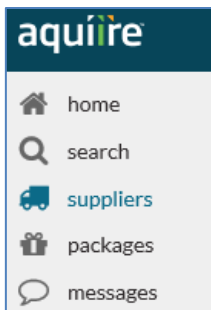
- Search across multiple suppliers and catalogs.
- Save commonly purchased items in a saved cart.
- Comparison shopping feature, allowing you to compare all items in TNSS.

Navigate to TN SmartShop

1. Use the link below to navigate to TN SmartShop
<https://sttn.aquire.net/login>

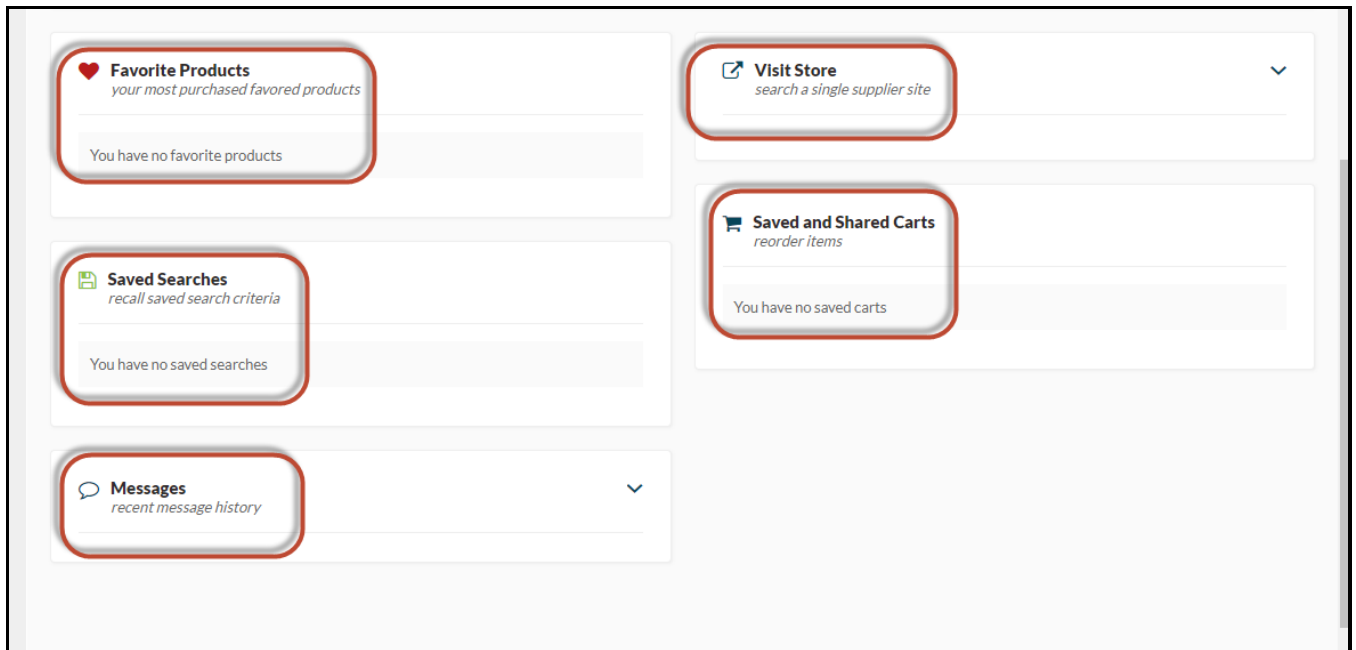
TN SmartShop Home Page

1. Left menu



- Click **home** to go to the Home page
- Click **search** to Search the Marketplace
- Click **suppliers** to display all suppliers in TNSS
- Click **packages** to view:
 - Order Guide – simplify shopping with approved list of items
 - Favorite Products – your most purchased favored products
 - Bundle – groupings of items often bought together
 - Preferred Items – a collection of approved items
- Click **messages** to go to the Message Center

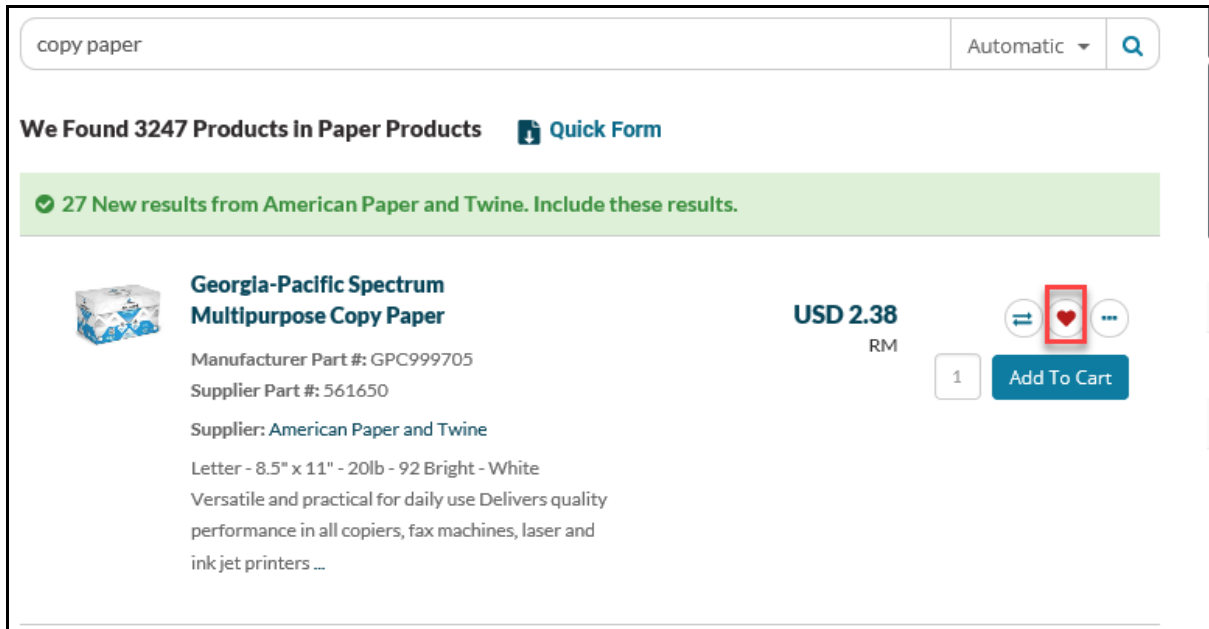
2. TNSS Home Page has links to Favorite Products, Visit Store, Saved Searches, Saved and Shared Carts, and Messages.



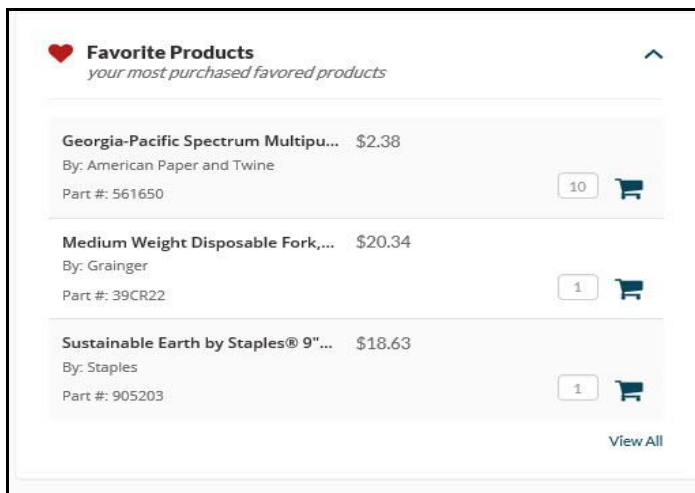
Favorite Products

This new feature in TNSS allows users to mark favorite items that are most commonly purchased and offers the convenience of adding them directly to your cart. This feature can only be used when searching for goods in TNSS. There is not a way to add an item to favorites from a Supplier's website.

1. To add an item to your Favorites, click on the heart to save as a Favorite.

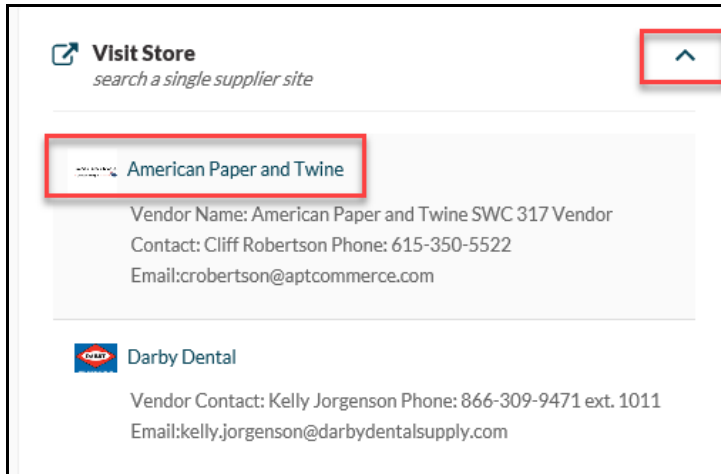


2. Below see Favorite Products displaying saved favored products. Click on the cart logo to add these items directly to your cart. Click View All for easier viewing and an extra feature to compare any products.



Visit Store

Click on the arrow in the upper right of the Visit Store box and a drop down will appear with suppliers having a link to their website. Supplier contact information is displayed directly below the supplier name. Click on the Supplier name and you will be taken directly to their site to begin shopping. Shop as you would on any online shopping site. TNSS has TN statewide contract pricing displayed on all supplier sites.







Saved and Shared Carts

Saved and shared carts are still available in the system.

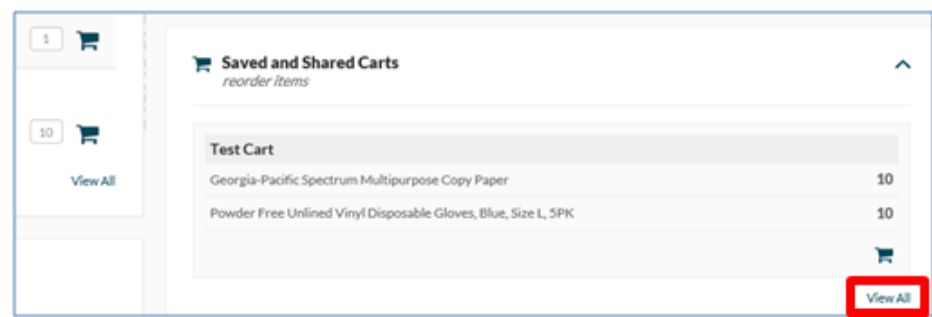
When finished shopping, click check out and your Shopping Cart is displayed. Notice the row of icons to the right.



1. **Empty a cart** by clicking the recycle icon. 
2. **Save a cart** by clicking the diskette Icon, name the cart and click save. 
3. **Export a cart** to an Excel spreadsheet by clicking the arrow icon. 
4. **Share a cart** with someone in your department by clicking the Share icon. 

Saved and Shared Carts can be accessed from the Home Page.

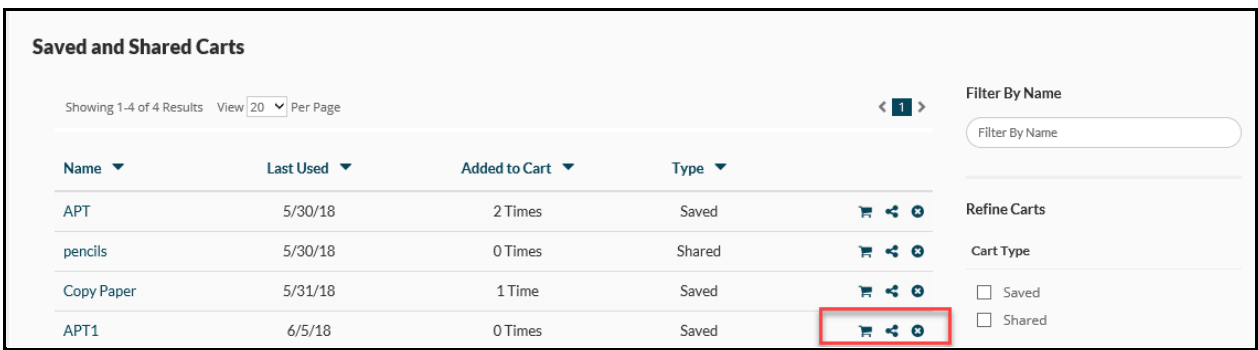
- 1. To open a cart, click View All.






- 2. Then click on the cart name.



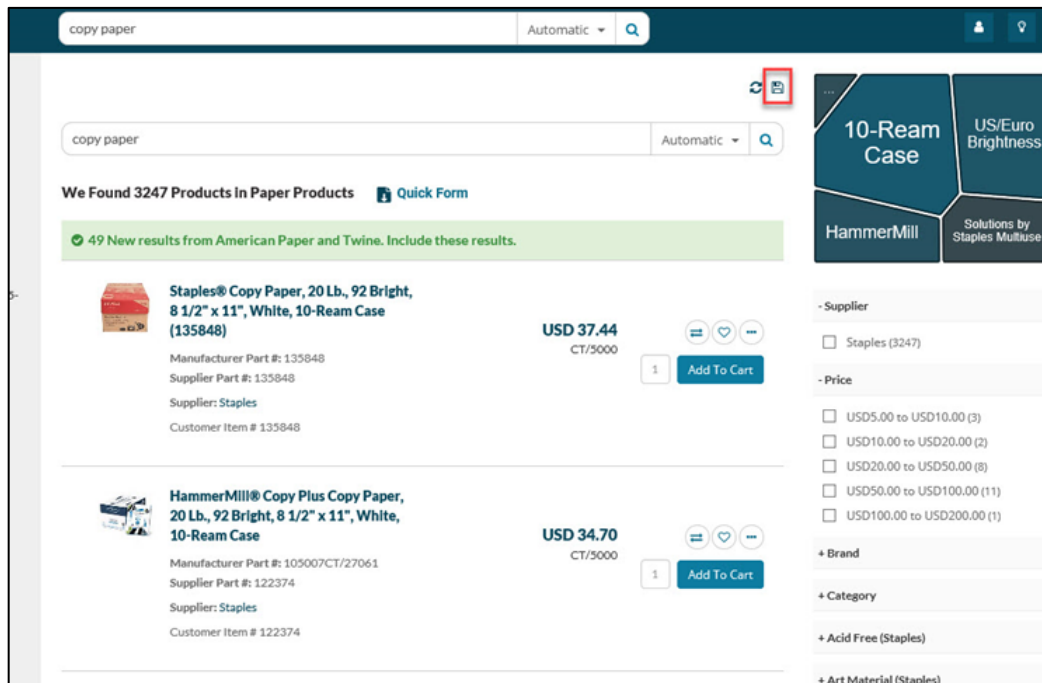
- 3. Use the icons to manage your cart as described below.



- 1) **Add to your cart** by clicking on the cart icon. 
- 2) **Share your cart** by clicking on the share icon. 
- 3) **Delete** carts by clicking on the X icon. 

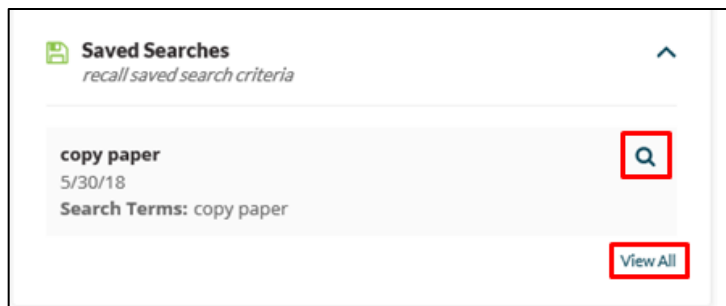
Saved Searches

While searching for goods there is a new feature that will allow you to save your search so you may return to the search at a later date. When returning to a search, the system will automatically update any price changes and stock availability. Click on the Save Icon highlighted below to save your search. Once you have made a selection, add your quantity into the box and then Add to Cart.



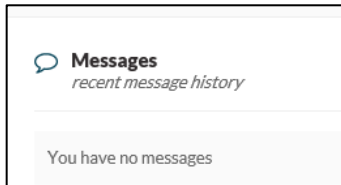
The saved search will appear on the Home Page in the Saved Searches box.

1. Click on the magnifying glass icon to **retrieve a saved** search.
2. Click View All to **view and edit your saved searches**.



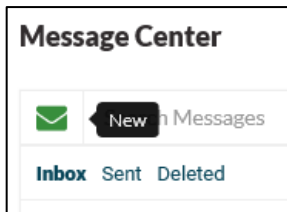
Messages

The Message Center is a new feature to TNSS. The message center on the Home page will display messages from the TNSS team.

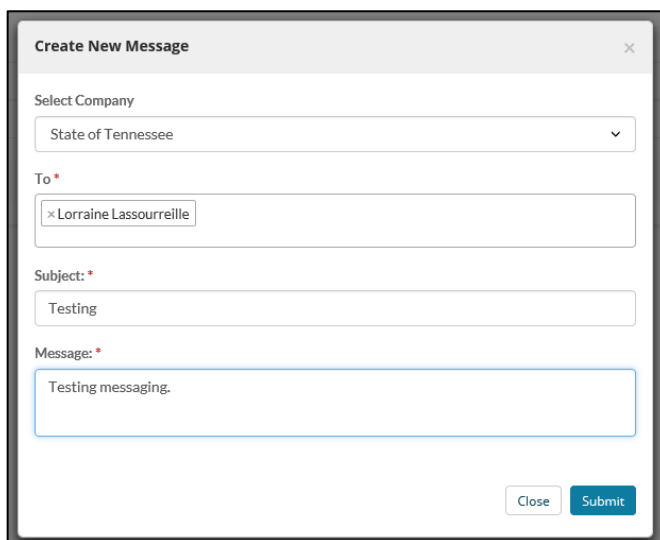


Users can now send a message another user, or the TNSS Team while in TNSS.

1. Hover over and click the envelope icon.

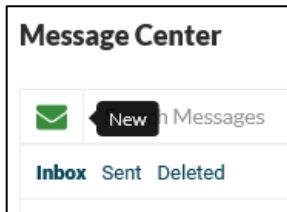


2. A form is displayed for you to enter a message.
 - a. Names are selected in the To: box.
 - b. Enter a Subject.
 - c. Enter a Message.
 - d. Click Submit.

A screenshot of a 'Create New Message' modal form. It includes a 'Select Company' dropdown menu with 'State of Tennessee' selected. The 'To' field contains a tag for 'Lorraine Lassourreille'. The 'Subject' field contains the text 'Testing'. The 'Message' text area contains the text 'Testing messaging.'. At the bottom right are 'Close' and 'Submit' buttons.

To access your messages, go to the Message Center.

1. Click Inbox to **view new messages**.
2. Click Sent to **view sent messages**.
3. Click Deleted to **view deleted messages**.

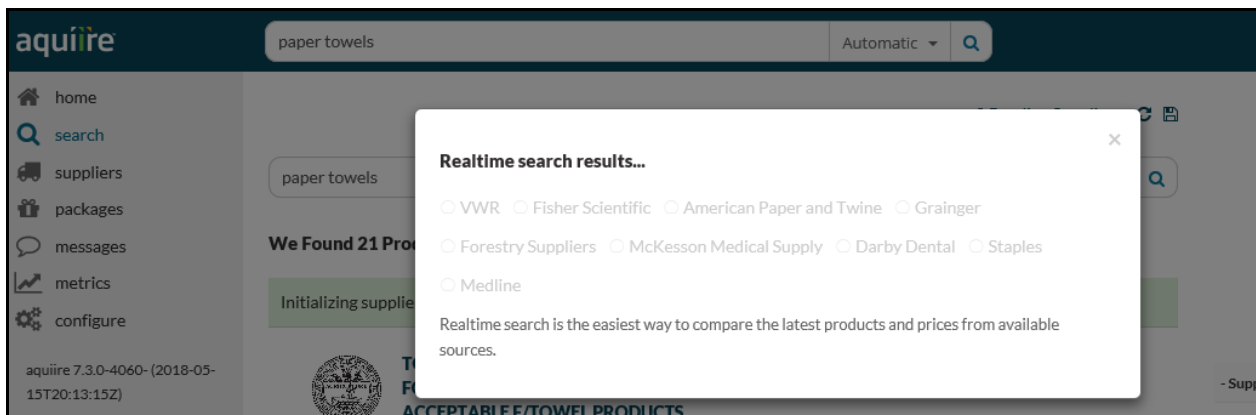


Search Functionality

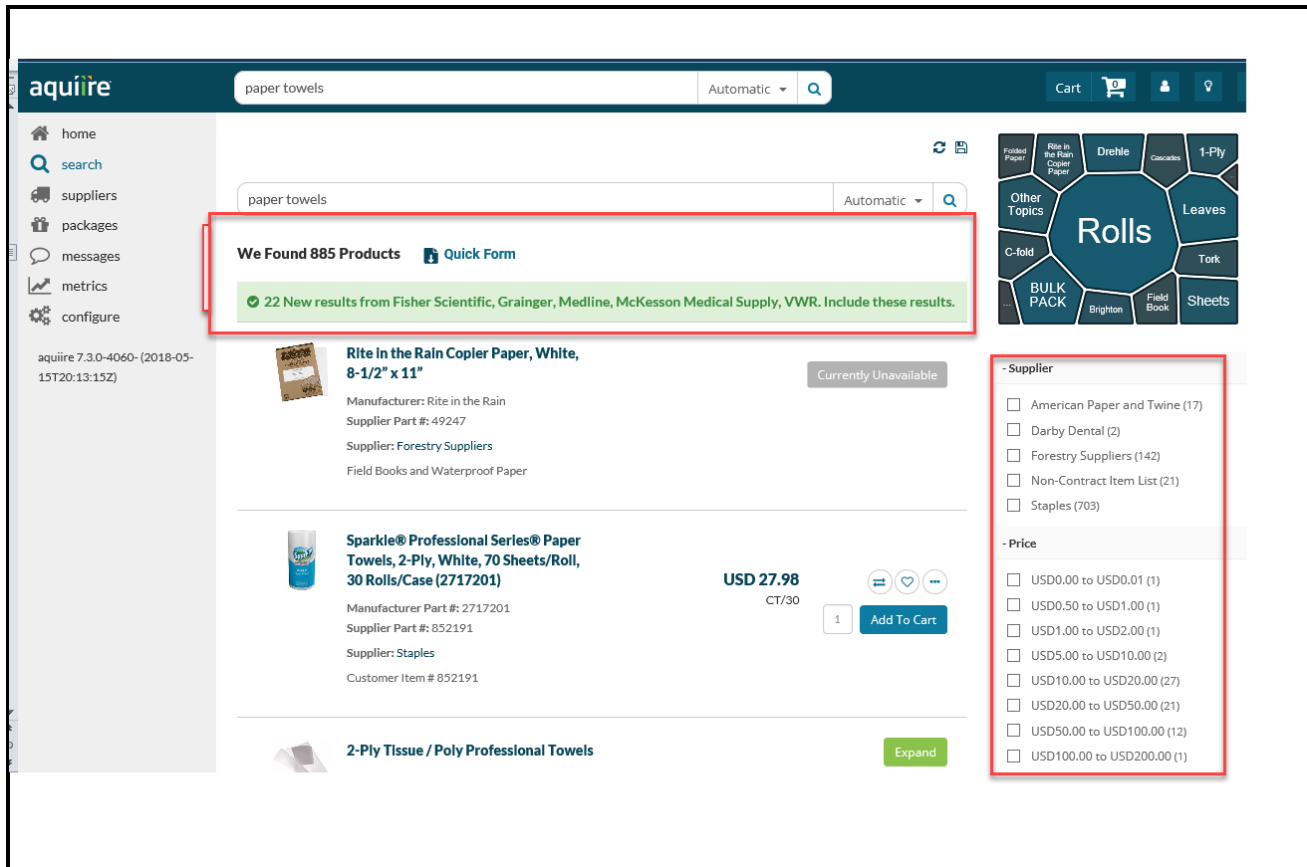
How to search for items in TNSS

Home Page Search

1. Initiate a search from the top of the home page to search across all suppliers and categories in TNSS. Results are returned and downloaded in real time. In the example below, a search was made for paper towels and the category was set at Automatic. By leaving the category set to Automatic, you are searching across all categories. A pop up box will appear to show which suppliers are currently being searched for paper towels.



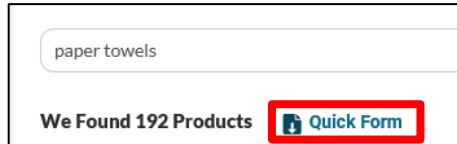
- When the search is complete, the display will show a listing of the search results. As you can see 855 Products were found with 22 new results from various suppliers. The column on the right displays filtering options that can be used to narrow results by Supplier, Price, Tag, Brand, Category, and many more criteria.



- The **Klarity Heat Map** is a quick way to break down your search by categories within Paper Towels. For example, you can now search by Roll, Bulk Packs, or Sheets by clicking on the category on the map.



4. **Quick Form** is used if you do not see the exact good you need within paper towels. Click on Quick Form to search by entering the Description, Supplier, Manufacturer Part Number, Supplier Part Number, Quantity, UOM, and Unit Price.

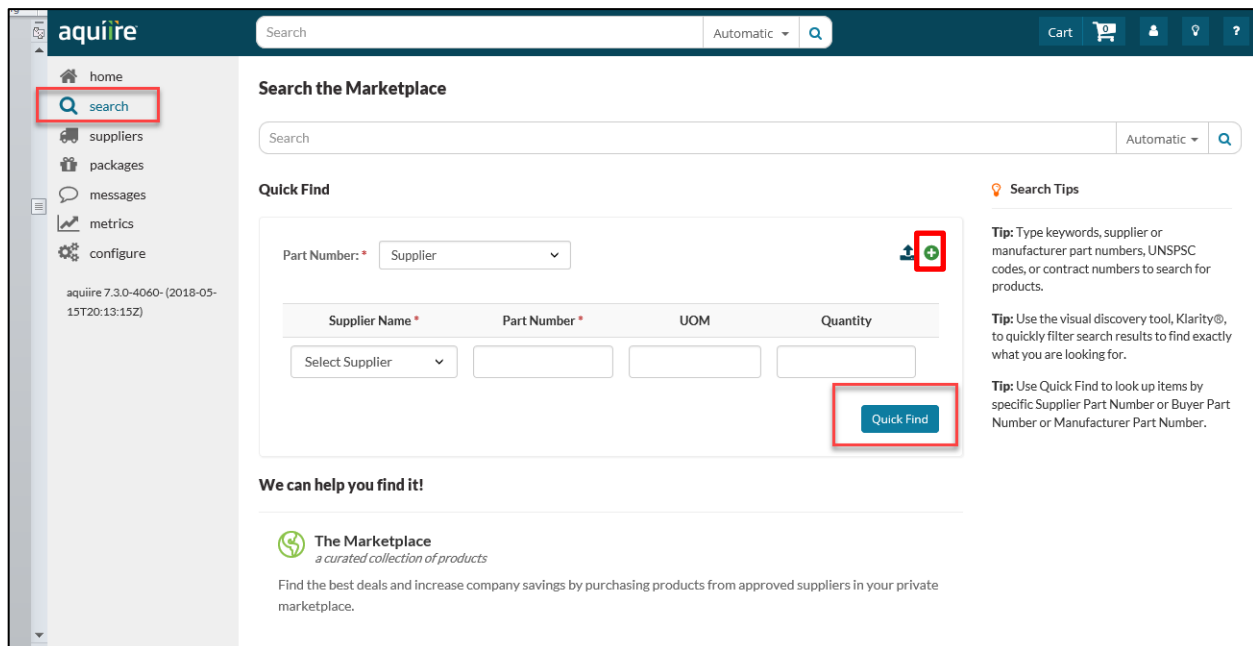


paper towels

We Found 192 Products [Quick Form](#)

Search link

On the left side of the home page click the Search link. From the Search the Marketplace page, begin the search using **Quick Find**. Here enter search the Supplier Name, Part Number, UOM, and Quantity. For searching multiple items, enter the Supplier Name, Part Numbers and UOMs of all items. All items can be returned at the same time. Click the green plus sign icon to add additional lines.



Search the Marketplace

Search Automatic Q

Quick Find

Part Number: * Supplier +


Supplier Name *	Part Number *	UOM	Quantity
Select Supplier			

[Quick Find](#)

Search Tips

- Tip:** Type keywords, supplier or manufacturer part numbers, UNSPSC codes, or contract numbers to search for products.
- Tip:** Use the visual discovery tool, Klarify®, to quickly filter search results to find exactly what you are looking for.
- Tip:** Use Quick Find to look up items by specific Supplier Part Number or Buyer Part Number or Manufacturer Part Number.

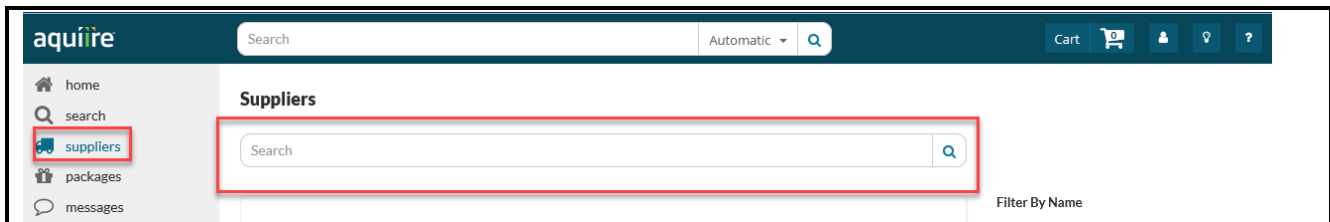
We can help you find it!

 **The Marketplace**
a curated collection of products

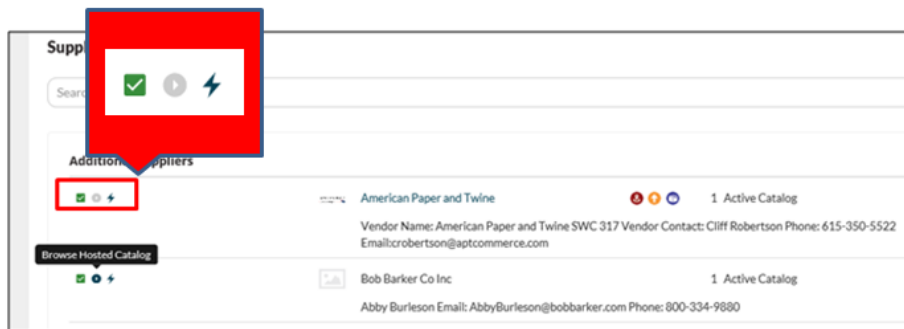
Find the best deals and increase company savings by purchasing products from approved suppliers in your private marketplace.

Search by Suppliers

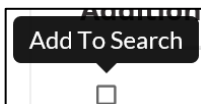
Search by suppliers, by clicking on the Suppliers icon on the left of the Home page. Here you can narrow or expand your search to fit your needs. *****Important, when searching by Supplier, use the Search bar underneath the Suppliers header.*** This will return results only in the selected Suppliers chosen.



Three search enhancers



1. Click the **Box Icon** to add the supplier to the search. One or multiple suppliers may be searched at one time.



2. Click the **Arrow icon** to go to the Supplier's Punch-out Catalog or to browse their catalog.

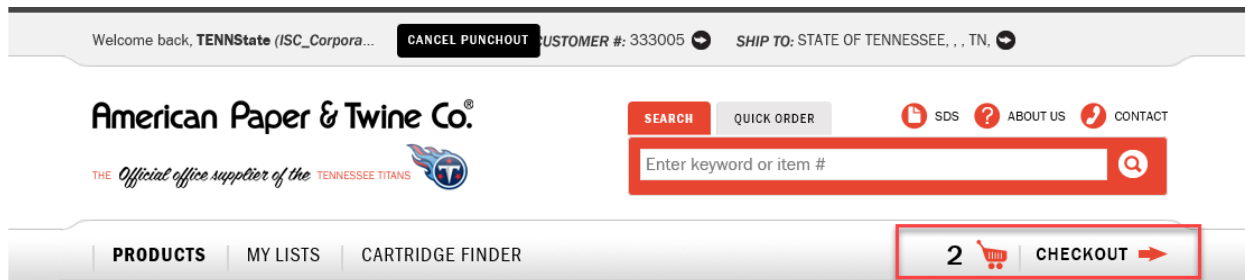


3. Click the **Quick Find icon** to go to the quick find page.

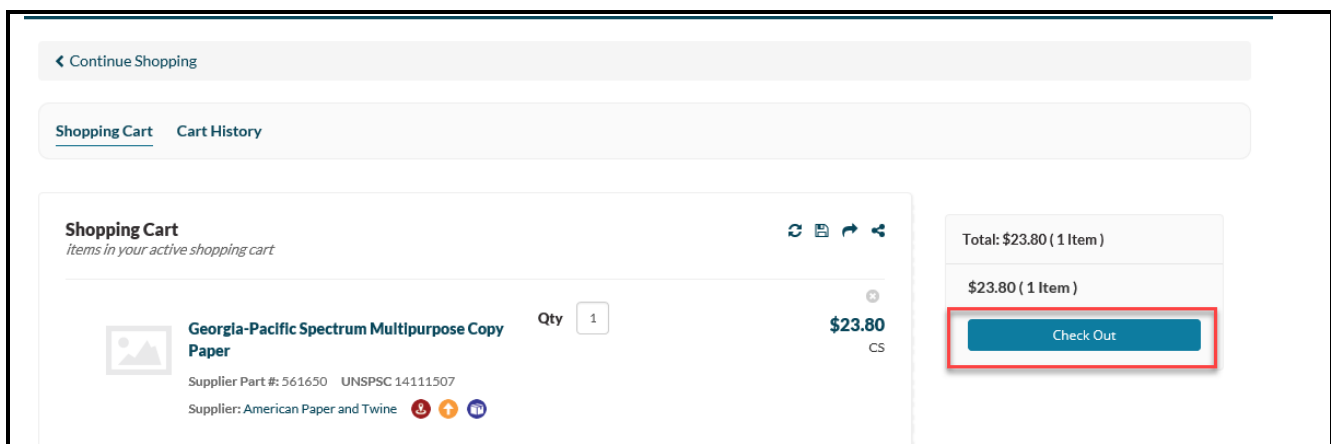


Checking out within Aquire

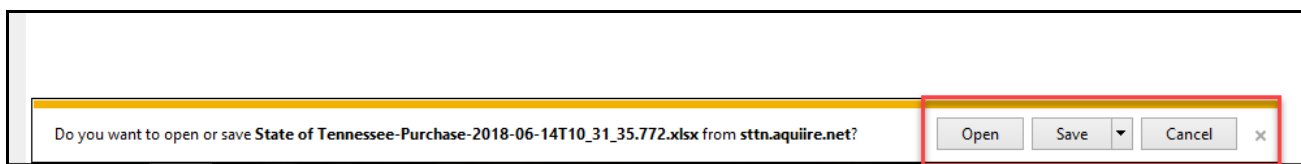
Once all items are selected and added to the cart, checkout from the supplier site and return to TNSS.



Once back to Aquire, finish checkout. Click on the checkout button.



At the bottom of the screen answer the question to open or save your cart.



Open the report to review the information has exported correctly: goods ordered, quantity, price. etc. Then save the excel order sheet.

To place your order, you will need to email or fax a copy of the excel document directly to the Supplier.

